



Employment Vacancy Announcement

No	16-09
Position	Financial Management Analyst
Opening date	September 09, 2016
Closing date	September 23, 2016
Working Hours	Full time – 40 hours/week, Monday to Friday
Salary	Full time: Ordinarily Resident (OR): LE-07 FJ\$30,228.00 (Starting salary) Not-Ordinarily Resident (NOR): FP-08* US\$41,206.00 (Starting salary) *Final grade/step for NORs will be determined by Washington.

The U.S. Mission in Suva is seeking eligible and qualified applicants for the position of a Financial Management Analyst to join the Financial Management Section.

BASIC FUNCTION OF THE POSITION

Serves as the Financial Management Analyst in the Financial Management Office and directly reports to the Supervisory Financial Specialist. The incumbent works on the full range of financial services of various degrees which include financial planning and reporting, allotment accounting and budget formulation and execution.

MAJOR DUTIES AND RESPONSIBILITIES

Financial Program Management (Accounting)

Incumbent is responsible for financial planning, monitoring and obligations for assigned allotments. The incumbent will be assigned an equal balance of allotments; allocated in terms of complexity and size, such as (not all inclusive), ICASS, D&CP, Consular Affairs, Diplomatic Security, Public Diplomacy & Overseas Building Operations.

As instructed by the Financial Management Specialist, they prepare periodic financial plans and status of funds reports, performs planning, monitors obligations/liquidations versus financial plans and budgets, which

requires extensive analysis and preparatory work, enters obligations into the Financial Management System for recurring and one-time obligations such as contracts, purchase orders and travel authorizations, commits funds for mandatory expenses not covered by current obligations, reviews and analyzes FS-477 inter-office payments coming from Washington, FSC Charleston and other FMC's and establishes and maintains control sheets to prevent over-obligations of funds and enters transactions into ledger following validation and coding.

Maintains control records for assigned allotments. Reviews and reconciles daily COAST 60 and 62 reports and makes analyses of expenditures before establishing obligations. Control funds, validates transactions and classifies and records obligations, reconciles accounts and prepares recurring reports. Ensures correctness and legality of purchase orders, assigns fiscal data and makes obligation, and monitors expenses against informal advices of funding. Verifies funds are optimally utilized and are not obligated in excess of availability and monitors the reconciliation of post records and control ledgers with FSC Status of Funds (FSC-60) and Status of Obligation (FSC-620) reports (bi-weekly). Reviews expenditure levels to determine that obligations are adequate and recommends increases/decreases as appropriate. Reconciles Post's financial records in a timely fashion and ensures that any variances are rectified.

Researches obligations continuously in an effort to reduce ULO's and comply with regular reviews from Bangkok

Prepares informational/data driven reports, tracks purchase orders and provides budget input for different non-services allotments (4th of July, representation, travel, etc.,).

Reconciles Post's two travel card statements with an annual mount of expenditure of approximately \$1.5M and two purchase card statements with annual expenditures of approximately \$100,000. Acts as the LE Staff program coordinator for individual Citibank travel card.

Performs analytical tasks assigned by the Financial Management Specialist.

Financial Program Management (Budgeting):

Incumbent helps formulate the annual Field Budget Plans and Mid-Year budget submissions for Embassy Suva; including the preparation of financial reports for assigned Allotments. Annually develops the initial budget for each allotment assigned and provides justification and analyses.

The Incumbent shall be responsible for their assigned allotments to do the following:

Develop the methodology, statistical justifications and analysis in support of the budget requests.

Recommend to their supervisory any modifications needed to the nature and organization of cost and sub-cost centers in order to ensure accurate and reliable projections out to the end of the fiscal year.

Analyze recurring costs, staffing patterns and trends in order to estimate expected budget costs for assigned budgets. Recommends to the Supervisor reprogramming when deviations from the original budget estimates are necessary because of changes in operating programs.

Analyses and recommends the priority of the allocation of funding received from the department down to the function and object/sub-object levels when the amount allotted does not equal the amount requested in the fiscal year's initial budget request.

Advise the Financial Management Specialist on the status of the financial plan versus actual liquidations and makes recommendations for the adjustments to the financial plan due to major variances in actual liquidations from the plan as well as inflationary or exchange rate trends for assigned budgets.

Reviews the budget at Mid-year and modifies each budget based on 1st and 2nd quarter actual costs that are projected out to the end of the fiscal year.

Incumbent manages the allotment accounting for their assigned budgets by reviewing obligations for compliance with ICASS and/or other applicable procedures and regulations. Performs necessary analysis on

historical costs plus stated plans and known changes in costs to assemble and formulate budget for the four State ICASS accounts. Assists in preparing budgets for the non-services allotments by providing cost reports and estimates.

Budgeting responsibilities could include the following appropriations at the allotment level: State D&CP, ICASS, Overseas Building Operations, Consular Affairs – MRV, Consular Affairs - DV, Diplomatic Security and Public Diplomacy.

Accounts for which the incumbent could be assigned direct responsibility:

ICASS

Incumbent must be able to work and navigate the ICASS budgeting software, the ICASS Handbook, ICASS Service Descriptions and Standards, and Agency Subscriptions to the ICASS. Assists in preparing the annual workload counts to be used for the preparation of the annual ICASS financial plan reports. The ICASS budget includes the following sub-budgets:

Traditional Bureau

Leases

Diplomatic Security Non-Residential LGP

State - Diplomatic and Consular Program (DC&P)

Incumbent is responsible for preparing the State DC&P budget. Working with the Financial Management Specialist, incumbent must also update employees' time distributions in order to properly distribute the budget to the different State Program offices.

Consular

The incumbent coordinates with the Post's Consul to develop the initial budget for Consular Affairs including MRV and DV allotment.

State - Overseas Building Operations

Incumbent is responsible for the following OBO activities:

Short-Term Leases – residential and non-residential

Emergency Appropriation Act (EAA) – Security Supplemental Fund (physical security upgrades)

Facilities Maintenance Assistance Program

Other special OBO programs – building systems, generators, etc.

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The above activities are funded by the three different appropriations and require knowledge of organizational structure of OBO as well as the procedures for obtaining funding. The incumbent must work closely with two different Bureaus (OBO and DS) and Post. The incumbent also reports to OBO and DS on the status of EAP funding on a quarterly basis.

Diplomatic Security

Incumbent is responsible for preparing of the DS sub-accounts:

Local Guard Program

Surveillance Detection Program

Residential Security Equipment Maintenance and Repair

Emergency Appropriation Act – residential security supplemental

Public Diplomacy

The incumbent is responsible for the preparing the Public Diplomacy budgets.

Office Management and Miscellaneous Duties:

Acts as back up to the Senior Voucher Examiner including Defense agency accounting responsibilities, and management of Post's accounts receivable and representational accounts in their absence. The incumbent is also cross-trained to perform back up duties to the Financial Management Specialist.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: The position requires the Diploma in Accounting, Budget and/or Financial Management and Economics.
2. Experience: The position requires at least three years of progressively responsible experience in accounting, budget and financial management systems.
3. Language Proficiency: Level III (Good Working Knowledge) in English is required.
4. Skills and Abilities:
Must possess ability to solve problems, work independently and delegate work assignments. Must have strong drafting abilities. Must have strong financial analytic background with the ability to interpret financial reports, analyze reports and financial trends, establish or quantitative performance goals, and be familiar with generally accepted accounting principles and practices as used in USG appropriations and allotment accounting. Must have strong skills in computer applications, MS Word and Excel.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance certificate.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. CV, transcripts, degrees, work references etc.)

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMPE).

WHERE TO APPLY:

Human Resources Office: Leilani Oakley
Mailing Address: P O Box 218, Suva
E-mail Address: hrosuva@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and

- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.